

**TOWN OF BUENA VISTA, COLORADO
JOB DESCRIPTION**

Town Planner

Department/Division: Planning
Work Location: Town Hall
FSLA Status: Exempt
Revision Date: March, 2011

ACCOUNTABLE TO

Town Administrator

GENERAL STATEMENT OF DUTIES

Under direction of the Town Administrator, the Town Planner is responsible for administering town planning functions, including current and long term planning activities.

ESSENTIAL DUTIES

- Administers town planning functions, including development, interpretation, and enforcement of zoning regulations, land development code, subdivision regulations, and sign code.
- Reviews, critiques, and makes recommendations on site development plans, landscape plans, and Planned Unit Development (PUD) plans with attention to conformance to applicable zoning, land development, and building code. Coordinates plan reviews by other Town departments and review agencies as appropriate.
- Participates in negotiation of subdivision improvement agreements and ensures implementation of agreements once approved by the Board of Trustees. Coordinates field inspections and other review activities to ensure conformance to approved plans.
- Reviews all requests for rezoning for consistency with applicable Municipal Code and Comprehensive Plan for Town development. Manages land use planning activities to ensure consistency with approved goals for growth management and land use.
- Reviews building permits for consistency with Town zoning and municipal code. Serves as the primary Town liaison with County Building Department.
- Provides information, presentations, reports, and recommendations to Town Administrator, Planning and Zoning Commission, Board of Adjustment, and Board of Trustees regarding planning and zoning issues.

- Coordinates periodic updating of the Town's Comprehensive Plan. Coordinates implementation of the Comprehensive Plan, including developing and recommending complementary changes to the Municipal Code.
- Produces and maintains mapping files (electronic and hard copy) for planning and zoning. Collaborates with Public Works Department to maintain an integrated GIS (Geographic Information Systems) database for the Town that includes utilities, zoning, streets, trails, etc.
- Serves as primary staff contact for Planning and Zoning (P&Z) Commission and other committees as assigned (e.g. Trails Committee). Coordinates with P&Z and other committee chairs to develop meeting agendas, schedule hearings, etc. Ensures compliance with applicable code and statute regarding conduct of business by a public committee (i.e. public notice of meetings, open meetings, recordkeeping, etc.).
- Supervises work of part-time Zoning Compliance Officer/Planning Technician, including negotiation of goals and objectives and conduct of annual performance review.
- Oversees planning-related work performed by staff assigned to assist the Town Planner (i.e. Administrative Assistant), including negotiation of goals and objectives and conduct of annual performance review.
- Responsible for developing and maintaining public information regarding planning and zoning matters. Includes meeting as needed with builders, business owners, developers, homeowners, and others to explain zoning codes, development procedures, and building permit requirements. Also includes maintaining planning and zoning information on the Town's website.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of zoning practices and comprehensive land use planning, including technical development, implementation, and enforcement of related codes and ordinances.
- Knowledge of municipal planning programs and processes, including current and long-range planning, development review, and permitting.
- Knowledge of residential, commercial, and industrial development process.
- Knowledge of architectural design guidelines and methods.
- Knowledge of methods and practices of building, plumbing, electrical, and mechanical construction business and trades.
- Knowledge of methods and techniques of effective technical reporting and presentation.
- Knowledge of principles, theories, and methods of GIS.
- Skill in mapping techniques and analysis, including GIS applications.
- Skill in facilitating discussion of complex, controversial issues.

- Skill in identifying, coordinating and resolving a wide variety of issues and stakeholder interests in the development of land use policy.
- Skill in analyzing problems, identifying consequences of proposed actions, and implementing recommendations in support of goals.
- Ability to read and interpret engineering drawings, plans and specifications.
- Ability to read site plans for compliance with zoning requirements.
- Ability to communicate effectively orally and in writing.
- Ability to use standard personal computer equipment and software, including word processing, database management, and spreadsheet applications.
- Ability to establish and maintain effective working relationships with developers, architects, contractors, property owners, supervisors, employees, the general public and elected and appointed officials.

QUALIFICATIONS

- Minimum of Bachelor's degree from an accredited college or university with major course work in planning, urban development, or related field. Masters degree preferred.
- Minimum three years of experience in municipal planning, development, or related field.
- Experience using GIS applications important.
- Some small, rural community experience preferred.
- Knowledge of water law and "smart growth" helpful, but not required.
- PE certification as a structural engineer desirable, but not required.
- Equivalent combinations of education and experience may be considered.

ADDITIONAL REQUIREMENTS

- Valid Colorado Driver's License, or ability to obtain one.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

- Frequent sitting, standing, walking.
- Occasional kneeling, crouching/stooping/squatting, crawling, climbing.
- Agility, balance, coordination, hearing, speaking, vision and manual dexterity.
- In addition to indoor office environment, working environment includes outdoor elements with hot and cold conditions, uneven terrain, and extreme noise.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.